DOCUMENT NAME: Utilities - Natural Gas

DAFIS DOCUMENT TYPE: 49

1. **Description:** Utility companies bill for actual usage of their particular commodity.

2. **Primary Forms:** Utility Company Invoice (Bill)

3. **Related Forms:** None

4. **Document Number:** Nonstandard Number - FINCEN assigned.

    SAMPLE: 4901123456789004

Document Type	FY Funded	Last 9 digits of Account Number	Suffix
49	01	123456789	Note

    Note: Suffix will be according to the month of the fiscal year in which the service period ends. Example: A service period of Sep 7 to Oct 7 will have a suffix of 001. See Chapter 5 on document numbering.

5. **Accounting Line:**

    SAMPLE: 2/F/101/136/30/0/AB/12345/233R

6. **FINCEN Critical Processing Requirements:**

    a. When establishing new natural gas accounts, instruct the vendor to utilize the following bill to address:

    Utilities/Telephones
    USCG Finance Center
    P. O. Box 4109
    Chesapeake, VA 23327-4109

    b. Obtain new account number from the vendor. Notify FINCEN Utility Processing Section of the new account, effective date of service, vendor name, vendor remit to address and DAFIS accounting data. This information will ensure timely and accurate processing when vendor invoices are received. Notification should be submitted to above address.

7. **Other Information:** If there is a change in service or a change in the accounting line, notify FINCEN immediately. The accrual amount will be the amount of the last paid bill.

8. **LUFS Information:** Standard generic input is made through the Record Spending module.

8. a. Obligations for this document type are not transmitted via LUFS.

   b. This document is entered in LUFS using the Record Spending Module. The suffix will increment by 1 for each new accounting entry starting with 001 regardless of the accounting effective date. To create accounting lines using the same suffix and varying effective dates (quarterly/annual) use the [F7] MOD AMT key when the first accounting line for that suffix is highlighted.
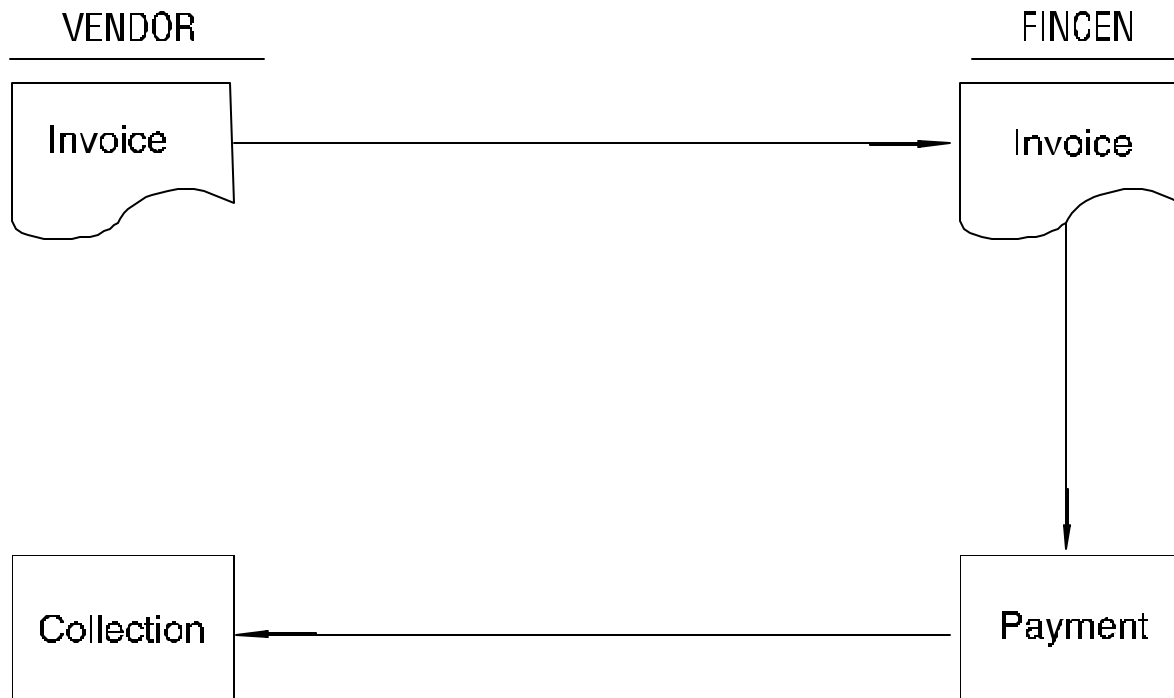
9. Document Flow:

Figure 12G-16 Utilities - Natural Gas

   a. Figure 12G-16 describes the procedures for processing Utilities - Natural Gas.

   b. At the end of the billing period the utility company prepares an invoice for usage of its commodity and submits it directly to the FINCEN. District and field offices will not receive copies of the utility bill from FINCEN.

   c. The FINCEN makes payment directly to the utility company.

10. Sample Forms: None.

11. PES Report:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
4994123456789004	085	94025FC44	12345	233R	0.00	0.00	45.00	0.00
4994123456789004	145	94045F111	12345	233R	0.00	0.00	45.00-	45.00

12. References: None.